Standard Work - Transactional

PODS Moving & Storage	**Core Process - Equipment Fueling**	Date Created:	8/14/2026
		Date Revised:	
		Version:	V1.0
	Process Name: Diesel Handling (Forklifts)	Leadership Sponsor	Scott Kelley
		Process Owner:	Safety

	Steps		Key Points & Background	Visuals & Job Aids
1	**Materials**	**1.1**	Fuel Can Specifications	**Only acceptable fuel containers for transportation are Safety Can. Safety Cans labeled type I and type II are acceptable.** **OSHA 1910.106 (a)(29) Safety can shall mean an approved container, of not more than 5 gallons capacity, having a spring-closing lid and spout cover and so designed that it will safely relieve internal pressure when subjected to fire exposure.** **Typical homeowner grade fuel cans are not complaint with workplace regulations, additionally caddies that are more than 5 gallons are also not compliant.** **KEY ELEMENTS:** 1. Safety Can Type I/II 2. Not more than 5 gallons 3. Self-Closing lid and spout 4. Flame arresting screen in spout 5. Designed to relieve internal pressure if exposed to fire or extreme heat 6. Color Coded: Red for Gasoline Yellow for Diesel 7. Not more than five 5 gallon containers at one time in storage or transportation
		1.2	1. Procurement Links	 Purchase Link  Purchase Link
2	**Fuel Card**	**2.1**	1. Fuel Cards are assigned to specific Forklifts 2. Cards are to be used for assigned lifts only 3. Asset Number is used on card for identity 3. Cards are to be stored and distributed by Market Manager	
3	**Filling Container**	**3.1**	1. **Shut Engine off** 2. Drivers insert Chip Card and leave inserted 3. Driver inputs Pin Credentials 4. Enter Engine Hours from assigned Forklift 5. Place can on the ground 6. Maintain nozzle contact 7. Use approved containers 8. Controls flow manually 9. Leave room for expansion	
4	**Transportation**	**4.1**	1. Place Filled Containers on bed of delivery truck braced against Podzilla **using Proper Lifting Techniques** 2. Utilize Cam Buckle Strap to secure Container 3. Strap must be secured into the horizontal Podzilla tube 4. Strap must be through the handle of the Container and against the spout and breather cap	 
5	**Alternative**	**5.1**	1. Fuel Transfer from Truck to Forklift may be used as an alternative **2. Utilize Forklift Fuel Card to replace Fuel dispensed from Truck**	 Link
6	**Storage**	**5.1**	1. Best practice is to utilize cans when fuel is needed to minimize storage 2. Avoid storing full cans of fuel. Only fill for immediate use 3. Never have more than 25 gallons of fuel inside the storage center at any time 4. Keep cans awaiting use away from sources of ignition, combustibles, and exit doorways. 5. Cans are best kept in Fire Cabinets when not in use **Safety Reference Link**	